

## SECTION - G

131

\*\*\*\* (USE BELOW IN ALL SOLICITATIONS & CONTRACTS. EXCEPT NCI OA AND ORF.

**ADDITIONAL INSTRUCTIONS TO COMPLETE THIS ITEM:**

Please Note: NIH/OFM will **NOT** accept any invoices postmarked and/or delivered in-person on/after December 1, 2020.

The Contractor shall submit invoice to the [National Institutes of Health \(NIH\)/Office of Financial Management](#) (OFM) via email at [invoicing@nih.gov](mailto:invoicing@nih.gov) with a copy to the approving official, as directed below. The Contractor must follow step-by-step instructions as stated in the NIH/OFM [Electronic Invoicing Instructions for NIH Contractors/Vendors](#), which is included as an attachment in Section J of this contract. The invoice shall be transmitted as an attachment via email to the address listed above in one of the following formats: Word, or Adobe Portable Document Format (PDF). The Contractor must submit only **one** invoice per email. Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your invoice unless specified elsewhere in the contract or requested by the Contracting Officer.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer's Representative:

Approving Official: Contracting Officer

Name- \_\_\_\_\_ Email Address-

Contracting Officer's Representative

Name- \_\_\_\_\_ Email Address-

For inquiries regarding the status of invoices, contact [OFM Customer Service](#) via email at [ofm\\_customer\\_service@incontactemail.com](mailto:ofm_customer_service@incontactemail.com) or via phone at 301-496-6088. To send your inquiries via other available communication methods refer to the OFM Customer Service website at <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>.

Note: The OFM Customer Service is open Eastern Standard Time Monday – Friday from 8:30 a.m. to 5:00 p.m. and is closed between 12:00 p.m. to 1:00 p.m.

**Electronic Invoicing Instructions for NIH Contractors/Vendors**

Updated on- December 8, 2020

**133**

\*\*\*\* (NCI OA Only: USE BELOW IN ALL SOLICITATIONS & CONTRACTS.

**ADDITIONAL INSTRUCTIONS FOR COMPLETING THIS ITEM:**

- Select the appropriate Central Point of Distribution.)\*\*\*\*

The Contractor shall submit invoice to the [National Institutes of Health \(NIH\)/Office of Financial Management](#) (OFM) via email at [invoicing@nih.gov](mailto:invoicing@nih.gov) with a copy to the approving official, as directed below. The Contractor must follow step-by-step instructions as stated in the NIH/OFM [Electronic Invoicing Instructions for NIH Contractors/Vendors](#), which is included as an attachment in Section J of this contract. The invoice shall be transmitted as an attachment via email to the address listed above in one of the following formats: Word, or Adobe Portable Document Format (PDF). The Contractor must submit only **one** invoice per email. Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your invoice unless specified elsewhere in the contract or requested by the Contracting Officer.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer's Representative:

Approving Official: Contracting Officer

Name- \_\_\_\_\_ Email Address-

Contracting Officer's Representative

Name- \_\_\_\_\_ Email Address-

For inquiries regarding the status of invoices, contact [OFM Customer Service](#) via email at [ofm\\_customer\\_service@incontactemail.com](mailto:ofm_customer_service@incontactemail.com) or via phone at 301-496-6088. To send your inquiries via other available communication methods refer to the OFM Customer Service website at <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>.

Note: The OFM Customer Service is open Eastern Standard Time Monday – Friday from 8:30 a.m. to 5:00 p.m. and is closed between 12:00 p.m. to 1:00 p.m.

One courtesy copy of the original invoice shall be submitted electronically as follows:

The Central Point of Distribution:

NCI OA Branch A - [ncibranchainvoices@mail.nih.gov](mailto:ncibranchainvoices@mail.nih.gov)

Document Generation System (DGS) Request for Proposal/Contract Workform  
**Electronic Invoicing Instructions for NIH Contractors/Vendors**  
Updated on- December 8, 2020

NCI OA Branch B - [ncibranchbinvoices@mail.nih.gov](mailto:ncibranchbinvoices@mail.nih.gov)

NCI OA Branch C - [ncibranchcinvoices@mail.nih.gov](mailto:ncibranchcinvoices@mail.nih.gov)

NCI OA Branch D - [ncibranchdinvoices@mail.nih.gov](mailto:ncibranchdinvoices@mail.nih.gov)

NCI OA Branch E - [ncibrancheinvoices@mail.nih.gov](mailto:ncibrancheinvoices@mail.nih.gov)

NCI OA Branch F - [ncibranchfinvoices@mail.nih.gov](mailto:ncibranchfinvoices@mail.nih.gov)

Invoices shall be submitted in accordance with [Electronic Invoicing Instructions for NIH Contractors/Vendors, which is included as an attachment in](#) Section J of this contract.

**134**

\*\*\*\*(FOR ORF USE ONLY: USE BELOW IN ALL SOLICITATIONS AND CONTRACTS.)\*\*\*\*

The Contractor shall submit invoice to the [National Institutes of Health \(NIH\)/Office of Financial Management](#) (OFM) via email at [invoicing@nih.gov](mailto:invoicing@nih.gov) with a copy to the approving official, as directed below. The Contractor must follow step-by-step instructions as stated in the NIH/OFM [Electronic Invoicing Instructions for NIH Contractors/Vendors](#), which is included as an attachment in Section J of this contract. The invoice shall be transmitted as an attachment via email to the address listed above in one of the following formats: Word, or Adobe Portable Document Format (PDF). The Contractor must submit only **one** invoice per email. Do not submit supporting documentation (e.g., receipts, time sheets, vendor invoices, etc.) with your invoice unless specified elsewhere in the contract or requested by the Contracting Officer.

The Contractor shall submit a copy of the electronic invoice to the following Approving Official (Contracting Officer) and Contracting Officer's Representative:

Approving Official: Contracting Officer  
Name- \_\_\_\_\_ Email Address- \_\_\_\_\_

Contracting Officer's Representative  
Name- \_\_\_\_\_ Email Address- \_\_\_\_\_

**Electronic Invoicing Instructions for NIH Contractors/Vendors**

Updated on- December 8, 2020

For inquiries regarding the status of invoices, contact [OFM Customer Service](#) via email at [ofm\\_customer\\_service@incontactemail.com](mailto:ofm_customer_service@incontactemail.com) or via phone at 301-496-6088. To send your inquiries via other available communication methods refer to the OFM Customer Service website at <https://ofm.od.nih.gov/Pages/Customer-Service.aspx>.

Note: The OFM Customer Service is open Eastern Standard Time Monday – Friday from 8:30 a.m. to 5:00 p.m. and is closed between 12:00 p.m. to 1:00 p.m.

The Contractor shall submit one copy of the electronic invoice to the Office of Research Facilities (ORF) invoice processing email distribution mailbox: [ORFOInvoice3Way@mail.nih.gov](mailto:ORFOInvoice3Way@mail.nih.gov). The Contractor will receive an automated email reply confirming that your invoice has been received for processing. If you do not receive an email notification within 24 hours, it indicates that we did not receive your invoice for processing. In which case double check (1) that your email contained the scanned attachment of your invoice and that (2) you sent it to our inbox at [ORFOInvoice3Way@mail.nih.gov](mailto:ORFOInvoice3Way@mail.nih.gov). If you have any questions or concerns, please call the Intake Center at 301-402-0878.

135

\*\*\*\*(USE BELOW IN ALL SOLICITATIONS & CONTRACTS (EXCEPT for NCI OA).

**ADDITIONAL INFORMATION TO COMPLETE THIS ITEM:**

1. **Subparagraph a:** Insert the name of the applicable Office of Acquisition.
2. **Subparagraph d:** Select appropriate payment method from the Drop Down List.

*[Note: Payment under a two-way match is processed after matching the award (contract/order) with the invoice. Generally, a two-way match will be used for contracts/orders that acquire services, where payment is not tied to specific deliverables. Payment under a three-way match is processed after matching the award (contract/order) with the invoice and evidence of receipt/acceptance entered into NBS. Generally, a three-way match will be used for contracts/orders that acquire supplies, where payment is tied to specific deliverables.]*

3. **Subparagraph f:** Use at the Contracting Officer's discretion when the Contract Title is not clearly identified on the face page of the Contract.
4. **Subparagraph g:** Use at the Contracting Officer's discretion when Contract Line Items are not clearly identified on the face page of the Contract.

For guidance on selecting the appropriate Invoice Matching Option, see [https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job\\_Aids/Acquisition/2\\_way\\_3\\_way\\_match\\_8\\_20\\_07.doc](https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/Acquisition/2_way_3_way_match_8_20_07.doc) )\*\*\*\*

**Electronic Invoicing Instructions for NIH Contractors/Vendors**

Updated on- December 8, 2020

In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:

- a. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is \_\_\_\_\_ .
- b. Federal Taxpayer Identification Number (TIN). If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer. Note: The Contractor shall not include TIN if it is a Social Security Number.
- c. DUNS or DUNS+4 Number. The DUNS number must identify the Contractor's name and address exactly as stated in the contract and as registered in theSAM.gov. If the Contractor does not have a valid DUNS number, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer.
- d. Invoice Matching Option. This contract requires a [two-way/three-way] match.
- e. Unique Invoice Number. Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.
- f. The Contract Title is:
- g. Contract Line Items as follows:

Line Item #	Line Item Description

**Electronic Invoicing Instructions for NIH Contractors/Vendors**

Updated on- December 8, 2020

**136**

\*\*\*\*(NCI OA Only: USE BELOW IN ALL SOLICITATIONS & CONTRACTS.

**ADDITIONAL INFORMATION TO COMPLETE THIS ITEM:**

1. **Subparagraph d:** Select appropriate payment method from the Drop Down List.

*[Note: Payment under a two-way match is processed after matching the award (contract/order) with the invoice. Generally, a two-way match will be used for contracts/orders that acquire services, where payment is not tied to specific deliverables. Payment under a three-way match is processed after matching the award (contract/order) with the invoice and evidence of receipt/acceptance entered into NBS. Generally, a three-way match will be used for contracts/orders that acquire supplies, where payment is tied to specific deliverables.]*

2. **Subparagraph f :** Use at the Contracting Officer's discretion when the Contract Title is not clearly identified on the face page of the Contract.
3. **Subparagraph g :** Use at the Contracting Officer's discretion when Contract Line Items are not clearly identified on the face page of the Contract.

For guidance on selecting the appropriate Invoice Matching Option, see

[https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job\\_Aids/Acquisition/2 way 3 way match 8 20 07.doc](https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/Acquisition/2_way_3_way_match_8_20_07.doc).)\*\*\*\*

2. In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:
  - a. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is National Cancer Institute.
  - b. Federal Taxpayer Identification Number (TIN). If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer. Note: The Contractor shall not include TIN if it is a Social Security Number.
  - c. DUNS or DUNS+4 Number. The DUNS number must identify the Contractor's name and address exactly as stated in the contract and

**Electronic Invoicing Instructions for NIH Contractors/Vendors**

Updated on- December 8, 2020

as registered in the SAM.gov. If the Contractor does not have a valid DUNS number, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. [ *Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.*] If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer.

- d. Invoice Matching Option. This contract requires a [two-way/three-way] match.
- e. Unique Invoice Number. Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.
- f. The Contract Title is:
- g. Contract Line Items as follows:

Line Item #	Line Item Description

**Electronic Invoicing Instructions for NIH Contractors/Vendors**

Updated on- December 8, 2020

146

\*\*\*\*(USE BELOW IN ALL SOLICITATIONS & CONTRACTS (EXCEPT for NCI OA).

**ADDITIONAL INFORMATION TO COMPLETE THIS ITEM:**

1. **Subparagraph a:** Insert the name of the applicable Office of Acquisition.
2. **Subparagraph d:** Select appropriate payment method from the Drop Down List.

*[Note: Payment under a two-way match is processed after matching the award (contract/order) with the invoice. Generally, a two-way match will be used for contracts/orders that acquire services, where payment is not tied to specific deliverables. Payment under a three-way match is processed after matching the award (contract/order) with the invoice and evidence of receipt/acceptance entered into NBS. Generally, a three-way match will be used for contracts/orders that acquire supplies, where payment is tied to specific deliverables.]*

3. **Subparagraph f:** Use at the Contracting Officer's discretion when the Contract Title is not clearly identified on the face page of the Contract.
4. **Subparagraph g:** Use at the Contracting Officer's discretion when Contract Line Items are not clearly identified on the face page of the Contract.

For guidance on selecting the appropriate Invoice Matching Option, see [https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job\\_Aids/Acquisition/2way3waymatch82007.doc](https://nbrssprod.cit.nih.gov:8050/NBRSSDocs/Job_Aids/Acquisition/2way3waymatch82007.doc) )\*\*\*\*

2. In addition to the requirements specified in FAR 32.905 for a proper invoice, the Contractor shall include the following information on the face page of all payment requests:
  - a. Name of the Office of Acquisitions. The Office of Acquisitions for this contract is \_\_\_\_\_ .
  - b. Federal Taxpayer Identification Number (TIN). If the Contractor does not have a valid TIN, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer. Note: The Contractor shall not include TIN if it is a Social Security Number.

**Electronic Invoicing Instructions for NIH Contractors/Vendors**

Updated on- December 8, 2020

- c. DUNS or DUNS+4 Number. The DUNS number must identify the Contractor's name and address exactly as stated in the contract and as registered in the SAM.gov. If the Contractor does not have a valid DUNS number, it shall identify the Vendor Identification Number (VIN) on the payment request. The VIN is the number that appears after the Contractor's name on the face page of the contract. *[Note: A VIN is assigned to new contracts awarded on or after June 4, 2007, and any existing contract modified to include the VIN number.]* If the Contractor has neither a TIN, DUNS, or VIN, contact the Contracting Officer.
- d. Invoice Matching Option. This contract requires a [two-way/three-way] match.
- e. Unique Invoice Number. Each payment request must be identified by a unique invoice number, which can only be used one time regardless of the number of contracts or orders held by an organization.
- f. The Contract Title is:
- g. Contract Line Items as follows:

Line Item #	Line Item Description

**SECTION J**

**153**

\*\*\*\*(USE BELOW IN COST-REIMBURSEMENT SOLICITATIONS AND CONTRACTS TO BE AWARDED TO PROFIT MAKING ORGANIZATIONS.

**ADDITIONAL INSTRUCTIONS FOR COMPLETING THIS ARTICLE:**

- Substitute the Name & Address of the cognizant audit agency, below, if it is NOT DFAS.)\*\*\*\*

Attachment 30: Electronic Invoicing Instructions for NIH Contractors/Vendors: <https://oamp.od.nih.gov/DGS/DGS-workform-information/attachment-files>

